

**State of New Hampshire Insurance Department  
56 Old Suncook Road  
Concord, New Hampshire 03301**

**Paula T. Rogers**  
Commissioner

BULLETIN  
Doc. No. INS 01-005-AB

TO: All Licensed Insurance Companies

DATE: April 9, 2001

FROM: Paula T. Rogers  
Insurance Commissioner

SUBJECT: **Producer Appointment Process**

Under current New Hampshire law, RSA 402-J, insurance companies are required to appoint producers to act on their behalf. The purpose of this Bulletin is to review the producer appointment process.

An individual/entity is responsible for obtaining a valid producer license with the Department. Insurers are responsible for appointing licensed producers. Unlike the prior system, appointments by companies are not licenses and are not required coincident with an individual/entity producer application.

A company may appoint a licensed producer to act on its behalf by verifying, through the NAIC PIN system, that the individual or entity holds a valid producer license; completing the new appointment form; and submitting the appropriate fee(s).

Appointments are effective upon date of receipt by the New Hampshire Insurance Department. However, the Department will not provide written or oral confirmation that the Department has in fact received appointment material from an insurance company, nor will it provide the date of appointment receipt.

The Department will process the appointment and provide information to the NAIC PIN system in due course. Because our files are downloaded to the NAIC National Insurance Producers Registry daily, insurers are urged to use this service to verify producer appointments.

Additionally, it is the company's responsibility to make sure that all appointments are with licensed producers. Company appointments submitted incorrectly will not become effective, nor will the Department provide the insurer with notification of the incorrect appointment or return appointment fees. The responsibility for correct submission rests on the insurance company and the procedure that insurance company has in place.

Enclosed for reference is a copy of the producer appointment authorization form. This form may be duplicated as necessary. Additional copies of the form may be obtained at the Department's website [www.state.nh.us/insurance](http://www.state.nh.us/insurance).

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